



2012 Westminster TET Parade

Westminster TET Parade Committee
8200 Westminster Blvd. • Westminster, CA 92683
714-895-2860 • Fax 714-373-5701 • www.westminster-ca.gov
January 28, 2012 • 9:30 a.m.



Application Process

- All parade participants must complete application, sign waiver, and provide a brief bio
- Application Fee:
 - \$100 for groups/organizations
 - \$250 for businesses
- Application must be received by Thursday, **January 19, 2012.**
- You will receive a confirmation packet by mail and email prior to the parade

To Submit Application

- **To pay by check:**
Mail or drop off completed application and check to:
Community Services & Recreation Department
TET Parade
8200 Westminster Blvd.
Westminster, CA 92683
- **To pay by cash or credit card:**
Please bring completed application and payment to:
Community Services & Recreation Department
8200 Westminster Blvd.
Westminster, CA 92683
- **For more information please call the Community Services & Recreation Department at (714) 895-2860 or visit our website: www.westminster-ca.gov.**



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Parade Application

Applications due Thursday, January 19, 2012

Parade to be held on Saturday, January 28, 2012 at 9:30 a.m.

Please print

Organization/Business Name:

Contact Person:

Mailing Address:

City, State, Zip :

E-Mail:

Phone:

Cell Phone:

501c3 #:

Website:

Type of Entry:

Application Fee: \$100 per group/organization; \$250 per business
Please make checks payable to: City of Westminster

Float: Vehicle(s): Band: Drill/Cheer Team: Dance Group:

Civic Group: Non-Profit: ROTC: Color Guard: Equestrian:

Marching Group: Business: Other (please specify):

Number of vehicles in parade:

Number of participants in parade:

Estimated line-up footage required:

Please describe entry:

Insurance required for vehicle(s) & equestrian entries

Office Use Only:

Date Received:

Paid by:

Entry #:

RELEASE & WAIVER OF ALL LIABILITY
AND INDEMNITY AGREEMENT

For and in consideration of permitting _____ to enroll/participate in the recreational program entitled **Westminster TET Parade** sponsored by the City of Westminster, the Undersigned hereby **voluntarily releases, discharges, waives and relinquishes** any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of participation in said recreational program or any activities incidental thereto wherever or however the same may occur and for whatever period said program may continue, and the Undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or cause of action, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute or present any claim for personal injury, property damage or wrongful death against the City of Westminster and its officers, officials, agents, contractors, boards, departments, servants or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise. **IT IS THE INTENTION BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE CITY OF WESTMINSTER AND THE RELATED PARTIES MENTIONED HEREIN, FROM ALL LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY THE NEGLIGENCE OF ANY PERSON OR ENTITY.**

The Undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injuries, property damage or wrongful death shall be prosecuted against the City of Westminster and/or its officers, officials, agents, contractors, volunteers, boards, departments, servants or employees, he/she shall **defend, indemnify and save harmless** the same City of Westminster and the aforementioned related parties from any claim, cause of action, loss, liability, damage, lawsuit, cost or expense (including reasonable attorney's fees) by whomever or wherever made or presented for said personal injuries, property damage or wrongful death.

In case of accident or other emergency, the Undersigned hereby gives permission for the City of Westminster and/or its officers, officials, agents, contractors, volunteers, boards, departments, servants or employees, to obtain emergency medical treatment. The Undersigned further agrees to pay any costs incurred as a result of such treatment. In addition, the Undersigned has been notified that participants involved in the TET Parade are subject to being photographed or videotaped, and he/she hereby gives permission for the City of Westminster to use such photographs or videotapes to publicize and promote the City's program.

The Undersigned acknowledges that he/she personally read, understands, and voluntarily signs this release and waiver of all liability and indemnity agreement, is fully aware of the potential risks and hazards which are inherent to engaging in the specific recreational program or any activities incidental thereto, including but not limited to, any negligent acts performed by the City of Westminster and/or its officers, officials, agents, contractors, volunteers, boards, departments, servants or employees, negligently created or maintained dangerous conditions of public property, weather conditions, equipment, machinery, playing conditions, other participants, on-site physical premises, structures or substantial works of improvement. The Undersigned voluntarily assumes all risks of loss, damage, or injury associated with his/her participation in the specified recreational program or any activities incidental thereto.

Participant Name _____

Date _____ Signature (parent if under the age of 18) _____

Address _____

Home Phone _____ Work Phone _____



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Participant Information

Please complete this form and return with your application.
The MC will introduce your group as you approach the stage area.

Organization/Business Name:

Where is the group from?

Please attach a brief bio (maximum of 75 words - typed) in both **English and Vietnamese** of your group to be read as your group approaches the announcer at the stage area.

THANK YOU



General Parade Guidelines



To keep in mind as you plan for the parade:

- Participants are expected to conduct themselves in a courteous and safe manner, and to present themselves and their displays in good taste.
- Participation in the parade is strictly limited to those that have properly registered in advance.
- No political signage will be allowed in the parade, this includes signs that recommend voting for particular people, propositions, or any other solicitations.
- No weapons allowed, except for law enforcement officers and color guards with ceremonial firearms.
- Participants must commit to walk or ride the entire parade route.
- Safe speeds and control must be maintained by all participants at all times, as not to endanger people or property.
- Participants riding in vehicles or trailers are required to provide their own vehicles, drivers, and insurance.
- Participants are requested to display identifying signage. Providing and carrying the signage is the responsibility of the participant.

Day of the parade:

- Under no circumstances shall any participant move to a different position within the parade line-up, before or during the parade.
- All participants must check-in upon arrival with parade coordinators and be directed to their assigned staging area.
- Parade coordinators will be available to ensure the smooth and orderly progression of the set up and of the parade itself. These parade organizers have the authority to remove any participant causing a delay, violating parade guidelines, or failing to cooperate with instructions.

During the parade:

- Participants are not allowed to distribute pamphlets, coupons, or other materials along the parade route.
- You must stay 25-30 feet (3 car lengths) behind the participant in front of you. Please do NOT bunch up or allow a large gap to form in front of you.
- Participants agree to follow the outlined parade route and maintain the pace set by officials.
- In the interest of time, participants are not allowed to stop and perform routines along the route or in front of the stage area. Failure to comply with this request may result in a ban from next year's parade.
- Animals must be immediately followed by "scoopers".
- These guidelines are subject to change without notice. Failure to comply with the guidelines can result in the removal before the start of the parade and possible elimination from any future parades.



Guidelines for Parade Floats



Restrictions

Section 1104 of the California Fire Code:

- **1104.1 Decorative Material.** Decorative material on parade floats shall be noncombustible or flame retardant.
- **1104.2 Fire Protection.** Motorized parade floats and towing apparatus shall be provided with a minimum 2-A,10-B;C rated portable fire extinguisher readily accessible to the operator.

Fire Safety Recommendations

- The fire extinguisher must have a current State Fire Marshal certification tag indicating that the extinguisher has been serviced within the last year. The gauge must indicate that the extinguisher has pressure. The extinguisher must be mounted so that it is accessible to the operators. Do not obstruct the extinguisher with decorative material to hide its location.
- Open flame devices are prohibited on parade floats. The use of fuel fired torches, candles, or similar devices which can ignite are prohibited.
- Fireworks/firecrackers are not permitted to be discharged.
- No smoking on or near any floats at any time.

Safety Guidelines

Float Vehicles:

- Stabilized props on a float should not exceed 12 feet in height or width. Overall height of all floats should not exceed 16 feet. Objects may exceed these requirements only if they can be controlled to allow proper maneuvering with regard to traffic lights, telephone wires, corners and spectators.
- Floats, including tow unit, must not exceed 55 feet in length. The float must be designed to maneuver the several corners along the parade route without delaying the forward motion of the parade or causing potential hazards.
- Float beds must be sturdy and capable of carrying the weight to be imposed.
- Float vehicles should be properly registered and insured.
- The float vehicle must be properly serviced for gasoline, water, oil, brakes, tires

and battery prior to entry into the parade. NO extra gasoline, other than in the vehicles tank, can be carried on the float vehicle and engine should be clean of excessive oil and grease residue.

- Floats must have a minimum of 12 inches ground clearance from the frame. Nothing can drag on the roadway from the float. Proper clearance of materials from around the wheels of the vehicles must be incorporated to avoid any materials being caught in them.
- Decorative materials used must be flame retardant/non-combustible and the parade structure must be kept clear of the exhaust system of the motorized float.
- Portable generators must be used carefully. Do not allow the heated exhaust to come in contact with the parade float. Generators must be equipped with a metal exhaust. Do not overload temporary electrical wiring (an electrician should do all float wiring). Secure extension cords properly; do not let them drag on the ground, contact tires or the drive train .

Inspect your electrical appliances before energizing the parade float.

- Portable generators shall be secured to the parade float. Re-fueling of generators will not be permitted.
- Plastic sheeting (visqueen) and plastic tarps will not be permitted.
- Hold a safety meeting with the float staff early. Be prepared, identify the hazards and plan your strategy, should an unexpected event occur. Identify the location of the fire extinguisher and know how to shut off the generator and other electrical equipment. Identify a method to alert the driver to stop the parade float.
- If music is part of your float, this must be included in your event application. The music must maintain a volume that will not interfere with others participating parade until while in the line of march. Applicant is solely responsible for obtaining permission for the use or; perform in conjunction with the special event of any material copyrighted under state or federal law. Applicant must ensure that all necessary licenses or other permissions to use or perform copyrighted material, including performance of live or recorded copyrighted music, are obtained in advance of the special event.
- The use of Animals is prohibited, unless approved through permit process.

Float Drivers:

- Floats must be escorted to and from the parade site. If unescorted, proper running lights should be attached to the float vehicles.
- Drivers must possess a valid motor vehicle operator's license and be adequately trained to drive their float. Drivers must be a minimum of 18 years of age.
- Once the float is in position in the staging area, a driver and representative must be in attendance at all times in the event there are questions, problems or if the float needs to be moved.
- The operator (driver) must have a clear field of view 180 degree and a wide field of view to avoid other floats and the crowd.

- If the float needs to back-up they must provide sufficient personnel to guide the float.
- Motorcycles- all drivers and riders must be wearing a safety helmet approved by the Federal Motor Vehicle Safety Standard.
- Float driver must have proper ventilation.

Float Riders:

- **NO ONE** will be permitted to ride on the float as it is being transported to and from the parade site.
- No children under the age of 12 years will be permitted to ride on a float without adult supervision.
- All passengers standing or sitting on the float must be wearing a safety belt or have handholds or other support while the float is moving.
- No riders will be allowed to ride on the edge of the float. Any float with riders or articles hanging over the edge, before or during the parade will be subject to removal from the line of march.
- Anyone under the age of 18 riding a bicycle, must wear proper safety equipment including a helmet at all times.
- No smoking is permitted on the float.